



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

### DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

## POLICY UPDATE

Target Audience - Qualified Vendors and Providers

Transmittal Date - 09/29/2022

The DDD Policy Unit published revised policies on Wednesday, September 28, 2022. The policies are available on the [Division's Policy webpage](#).

#### REVISED POLICIES

#### [Provider Manual Chapter 51 Oversight and Monitoring of Developmental Home Services](#)

This policy has been revised to reflect recent updates as follows:

- Division responsibilities were clarified.
- Qualified Vendor responsibilities were clarified.
- The word "placement" was replaced with the word "move."
- A list of documents needed for the licensing file was added.
- A list of documentation needed when documenting visits in Quick Connect was added.
- A renewal application and home study may be submitted for a license applicant whose license has been voluntarily closed or expired for less than six months, was changed to less than one year.

#### POLICY PUBLIC COMMENT

The Division is currently accepting public comments regarding Division policies. The policy revisions can be found on the [Policy page](#) of the Division's website. This form, <https://forms.gle/4MGCsdyKTRPjNa3m9>, can be used to submit public comments.